



**Exciting Career Opportunity!**

### **BENEFITS OF WORKING FOR AOC**

- ◆ The state of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance
- ◆ Vacation leave
- ◆ Sick leave
- ◆ Shared leave
- ◆ Family – Medical leave
- ◆ Military and Civil leave
- ◆ Eleven paid holidays per year
- ◆ A state retirement plan
- ◆ Deferred Compensation Program
- ◆ Membership in the Public Employees' Retirement System
- ◆ Opportunities to participate in a Medical Flexible Spending Arrangement and Dependent Care Assistance Programs

### **WHERE IS AOC LOCATED?**

**T**he Administrative Office of the Courts is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two hour drive of the city.

## **Administrative Office of the Courts JOB #2016-049-I23**

### **(Judicial Information System) JIS SECURITY TECHNICIAN Information Technology Specialist 1**

> [Click Here for Further Information](#) <

**SALARY:** \$46,884 TO \$61,512 per year DOQ

**LOCATION:** Olympia, Washington

**OPENS:** September 1, 2016

**CLOSES:** September 22, 2016

### **POSITION PROFILE**

Performs routine duties related to analysis, programming, installation, maintenance and/or system support of the AOC mainframe and network operations for the AOC Judicial Information Systems (JIS).

### **JIS SECURITY TECHNICIAN JOB OVERVIEW**

Reporting to a section or unit manager, performs routine duties related to analysis, programming, installation, maintenance and/or system support of the AOC servers, network, and/or desktop operations for the Administrative Office of the Courts Judicial Information Systems.

This classification is intended to perform duties at a low risk level using pre-determined methods on computer or telecommunication software and/or hardware, or applications running in stand-alone, client/server, web-based, and/or networked environments.

## AOC PROFILE

**T**he Administrative Office of the Courts (AOC) is a department of the Washington State Supreme Court. Established by state statute in 1957, the mission of the AOC is to advance the efficient and effective operation of the Washington State judicial system.

The AOC carries out its mission through formulation of policy and legislative initiatives, court technology development, educational programs, and program support for 428 Washington judges and their staff. The AOC draws its employees from a wide range of professions including legal, information technology, research, education, and judicial administration.

The agency is administered by an executive team that is committed to maintaining a dedicated and diverse workforce that provides the highest quality of customer service and continuously develops strategies for improving the performance and effectiveness of the court system in Washington.

## AGENCY-WIDE VALUES & COMPETENCIES

### Agency Values

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

### Behavioral Competencies

- Influencing
- Problem solving
- Planning/organizing
- Consulting
- Relationship building
- Tact/diplomacy

Priorities are set by others and many non-routine problems are referred to a higher level or to another support group for resolution.

Work is closely supervised and is oriented toward productivity, skill development, and development of professional judgment.

## DUTIES AND RESPONSIBILITIES

- Responds to emails, phone calls, and RightNow tickets for all security requests from court and AOC users.
- Creates court security accounts for the JIS System(s).
- Adds and removes IDs from Microsoft Active Directory.
- Works with Data Dissemination on special security requests.
- Performs audits on court user access.

## QUALIFICATIONS AND CREDENTIALS

A Bachelor's degree in Information Technology, Computer Science or closely allied field

### AND

One year of experience performing technical information technology work in an information technology environment.

## THE PREFERRED CANDIDATE WILL HAVE

- ◇ Experience with RACF adding and deleting users and groups
- ◇ Experience with Active Directory

*A combination of education and experience that demonstrates a working knowledge of the functions and typical work of the JIS Security Technician may substitute for qualification requirements listed.*

*The AOC is committed to the practice of equal employment opportunity and non-discrimination for all persons without regard to race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Colleen Clark, AOC Human Resource Office, at (360) 704-4143 or fax (360) 586-4409, or via email to [Employment@courts.wa.gov](mailto:Employment@courts.wa.gov).*

**SPECIAL NOTE:**

**All employees hired by the Administrative Office of the Courts are required to be fingerprinted for a criminal history background check with continued employment with the AOC contingent upon the results of this background check.**

Application materials will be screened for the purposes of determining who will be selected for an interview.

## APPLICATION PROCEDURE

### To be Considered for this Position, Please Submit:

- A **cover letter** specifying how you meet the qualifications of the position (no more than two pages);
- A chronological **resume** describing your prior job experience to include employers, dates of employment (by total months/years), description of duties, and education; and
- A completed AOC **Application for Employment** (found at [www.courts.wa.gov/employ](http://www.courts.wa.gov/employ)).

***Failure to submit the required materials listed above may eliminate your application from consideration.***

Submission by email is preferred: [Employment@courts.wa.gov](mailto:Employment@courts.wa.gov);

or you can fax to (360) 586-4409;

or send by mail to:

Administrative Office of the Courts  
PO Box 41170, Olympia, WA 98504-1170